



**City of Columbus, Ohio**  
**2005 POLICE OFFICER ENTRY-LEVEL EXAMINATION**  
**IMPORTANT INFORMATION**

**When are applications accepted?**

Monday, October 17, 2005 through Friday, November 4, 2005.

**To be eligible to take the 2005 Police Officer Examination you must apply on or between the dates of October 17 and November 4, 2005.**

***\*\*Candidates currently on the eligible list will remain on the list for a total of two years.*** If candidates choose to retake the exam while on the eligible list, their most recent scores stand.

**Where are applications accepted?**

**On-line:** Applications may be submitted on the Internet at [www.csc.columbus.gov](http://www.csc.columbus.gov).

**By Mail:** Applications may be submitted by mail to our offices at 750 Piedmont Road, Columbus, Ohio 43224. Applications must be postmarked by November 4, 2005 and received by November 11, 2005.

**In Person:** Applications may be submitted in person, at our testing center at 750 Piedmont Road. Our office is open on **Monday through Friday, 9:00 a.m. to 4:00 p.m.** excluding certain nationally recognized holidays.

Qualified applicants will receive a study guide and admission letter to the examination by mail after receipt and approval of **both** the application and the Abbreviated Background Questionnaire (ABQ) by the Civil Service Commission.

**Should I apply to be a Police Officer for the City of Columbus?**

1. Are you at least 20 years of age?
2. Are you currently a citizen of the United States?
3. Did you graduate from High School or receive a GED?
4. Do you possess a valid Driver's License?

If you are able to answer "YES" to **all** of the four questions, you are eligible to apply to take the Police Officer Entry-Level Examination. (Note: Answering "YES" does NOT automatically qualify you as a police officer.)

If you answer "NO" to **any** of the four questions, you do not meet the minimum requirements to apply to become a Columbus Police Officer. You will NOT be permitted to take the Police Officer Entry-Level Examination.

**How often is the Police Officer Exam given?**

In 2005, the Police Officer Exam will be administered beginning in November and continuing through January of 2006. **THIS SCHEDULE IS SUBJECT TO CHANGE AT THE DISCRETION OF THE CIVIL SERVICE COMMISSION.** Individuals interested in becoming a Columbus Police Officer are encouraged to submit applications by November 4, 2005.

## **What is the selection process for Columbus Police Officer?**

The Civil Service Commission administers an examination to create an eligible list of qualified applicants for the classification of Police Officer. From this eligible list, the Division of Police can hire individuals who are approved via a background investigation and who pass the appropriate Division medical standards. The Columbus Civil Service Commission Police Officer Entry-Level Examination consists of four phases:

1 <sup>st</sup> Phase:	Physical Capabilities
2 <sup>nd</sup> Phase	Multiple Choice
3 <sup>rd</sup> Phase:	Writing Sample
4 <sup>th</sup> Phase:	Oral Board (B-PAD)

The phases of the examination are numbered according to the order in which the exam will be graded, however the phases may not be administered in the order they are listed above. Phases I, II, and III of the examination are administered as “hurdles.” Candidates who fail to pass one of these phases will not receive a score for subsequent phases. A candidate must receive a passing score on all phases to be considered eligible. Passing scores from Phase IV will determine the candidate’s ranking on the eligible list.

Candidates will take all four phases on a single test date.

## **How can I get more information?**

The Civil Service Commission will be conducting information sessions November 15<sup>th</sup>, 17<sup>th</sup> and 22<sup>nd</sup>, at 6:00 p.m. at the Columbus Police Training Academy (1000 N. Hague Avenue). You may attend any of the information sessions offered. Seating will be available on a first-come-first-served basis. There is no need to register. The same information is offered at each information session, so there is no need to attend more than one. If you have questions, or special concerns, you may address them at that time. The location, dates, and times of the information sessions will be included in the admission letter.

## **What if I cannot come on my assigned test date or if I am sick on my test date?**

Approved applicants will be scheduled one specific test date. However, approved applicants may test on an alternative test date as space is available on a first-come-first-served basis. Approved applicants who wish to test on an alternative test date should arrive at the test site, the Columbus Police Training Academy (1000 N. Hague Avenue), by 8:00 a.m. on that alternative test date. If space is available, approved applicants will be permitted to test. **Please Note: The only test date guaranteed is the date for which you were originally scheduled.**

The Police Officer Exam will be administered November 29<sup>th</sup> and 30<sup>th</sup>, December 1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15 and 16. Additional dates may be added. If you have any additional questions, please call Carla Goddard at (614) 645-0800.

## **How can I get information on being a Columbus Police Officer or scheduling a Ride-Along?**

You may call Police Recruiting at (614) 645-4642. For candidates outside of the Columbus, Ohio calling area, Police Recruiting can be contacted toll-free at 1-800-837-4642.

## **What is the Abbreviated Background Questionnaire?**

The Abbreviated Background Questionnaire (ABQ) is a **preliminary** background review. This DOES NOT REPLACE the more extensive background review conducted for those applicants who receive a passing score on **all four** phases of the examination. However, this Questionnaire will be reviewed prior to scheduling candidates for the exam. PLEASE MAKE SURE THIS INFORMATION IS ACCURATE. This document must be completed and submitted to take the examination.

If you have any additional questions regarding the Abbreviated Background Questionnaire please contact Brenda Sobieck at (614) 645-8017.